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IDENTIFIERS National Workplace Literacy Program

ABSTRACT

This publication lists some of the curriculum resources that were produced through the National Workplace Literacy Program, Section 371 of the Adult Education Act, as amended by the National Literacy Act of 1991. The curriculum resources in this publication were developed during 1992-1993 of the demonstration program. The curriculum materials are indexed by industry and cross-referenced. The majority of the curriculum materials fall under three industry categories: health care; manufacturing; and textiles, with 12-16 curriculum resource products described under each category. In addition, some products are described in the following areas: agriculture, construction, custodial employment, general skills, government, hotel and housekeeping occupations, workplace literacy, metalworking, service, waste handling, and wine. Each description includes the following: availability information; the business, industry, or union population served; the number served; the partners; information about the project and the products; and cost. Eight appendixes provide information about the following: (1) grantees included in the publication; (2) United Migrant Opportunity Services, Inc.; (3) Iowa Western Community College; (4) Massachusetts Department of Education; (5) Wisconsin Board of Vocational, Technical and Adult Education; (6) Center for Advanced Study in Education/City University of New York Graduate School; (7) Parkway Area Adult Basic Education; and (8) the ERIC Clearinghouse on Adult, Career, and Vocational Education and the Curriculum Coordination Centers. (KC)

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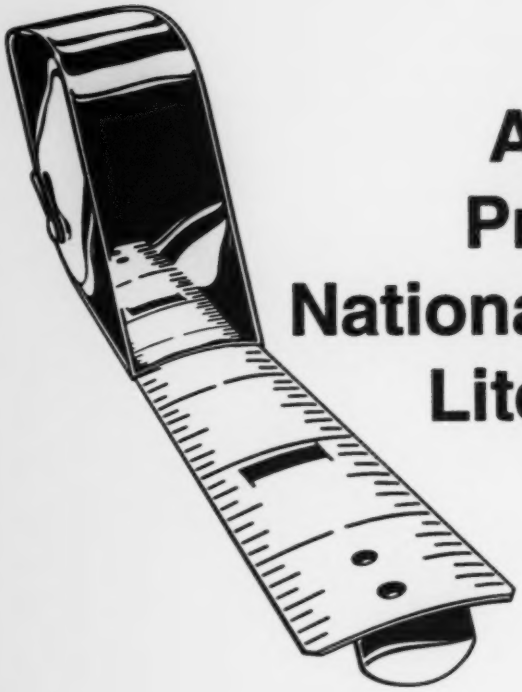

Availability of Products from National Workplace Literacy Grants (1992-93)

U.S. DEPARTMENT OF EDUCATION
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Division of Adult Education and Literacy
Office of Vocational and Adult Education
U.S. Department of Education
Washington, D.C. 20202

July 1995

CE 070 723

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INTRODUCTION

This publication lists some of the curriculum resources that were produced through the National Workplace Literacy Program. Section 371 of the Adult Education Act, as amended by the National Literacy Act of 1991, authorizes the Secretary to make demonstration grants for job-related programs of literacy and basic skills that result in new employment, continued employment, career advancement or increased productivity for workers. Federal assistance in establishing workplace literacy programs is available through a competitive grant process. The Federal government pays 70% of the costs of setting up the program, and a 30% match is required by the partners. As a part of the demonstration project, partners develop for dissemination workplace education curricula, that are contextualized to a specific business or industry.

The curricula represented in this publication was developed during the fourth and fifth funding cycles (1992 and 1993, respectively) of the demonstration program. Information on the curricula was provided by the grantees. While most of the participating industries are represented, this is not a complete listing of all the curricula that has been developed, nor should it be inferred that what is represented here is the best of what has been developed. For a complete list of the grantees represented in this publication, see Appendix A.

The curricula are indexed by industry and have been cross-referenced for your convenience. The majority of the curricula listed fall under three industry categories: health care, manufacturing and textiles. Thirteen pages have been devoted to products relating to the health care industry and another sixteen describe products for manufacturing. An additional twelve pages focus on the textile industry. In addition, several grantees provided supplemental information on their products, which is included in the appendices at the end of the publication.

Copies of the curricula may be obtained from the grantee directly or may be obtained through the ERIC Clearinghouse on Vocational and Adult Education. The curricula may also be obtained from one of the six regional curriculum coordination centers. Information on ERIC and the curriculum coordination centers is provided in Appendix H.

For additional information on the National Workplace Literacy Program, you can contact the U.S. Department of Education, Division of Adult Education and Literacy at (202) 205-9872.

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A. Grantees Included in this Publication

B. United Migrant Opportunity Services, Inc.

C. Iowa Western Community College

D. Massachusetts Department of Education

E. Wisconsin Board of Vocational, Technical and Adult Education

F. CASE/CUNY Graduate School

G. Parkway Area Adult Basic Education

H. ERIC and The Curriculum Coordination Centers

AGRICULTURE

AVAILABLE FROM: Rural Workplace Literacy Project
736 Healdsburg Avenue
Healdsburg, California 95448
(707) 433-3005

BUSINESS/INDUSTRY/ UNION POPULATION SERVED: Farm workers (50%)
Other (50%)

NUMBER SERVED: 642

PARTNERS: Various vineyards (30 partners)
Other employers

PROJECT DESCRIPTION:

The project's objectives were to upgrade basic skills, reading, listening, writing, math, and problem solving for limited English speaking agricultural and entry level workers in ten counties in Northern California.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	X
STAFF DEVELOPMENT	X
PROGRAM DESIGN	X
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	X

COPYRIGHT: Yes **COST:** $4.00 for all

PRODUCT DESCRIPTION:

- Written curriculum for limited English for 100 hours of low level instruction
- Original forms created for the project

AVAILABLE FROM: Ms. De Dickey
Wallace State College
P.O. Box 2000
Hanceville, Alabama 35077-2000
(205) 352-6403 ext. 250

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Poultry Industry

NUMBER SERVED: 500+

PARTNERS: Wallace State College
Tyson Foods

PROJECT DESCRIPTION:

Project TIP--Five Tyson Foods, Inc. processing plants in Alabama.

- Four 13-week cycle
- 2-hour sessions, twice weekly

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	X
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	X
STAFF DEVELOPMENT	X
PROGRAM DESIGN	X
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	X

COPYRIGHT: No **COST:** Copying plus postage (Call for details)

PRODUCT DESCRIPTION:

- Job-specific Reading/Math curriculum with software
- Job-specific Instruction Manuals and Student workbooks
- Job-specific Pre/Post-tests
- Promotional videos/Final report

AVAILABLE FROM: UMOS
3195 South Superior Street
P.O. Box 07710
Milwaukee, Wisconsin 53207
(414) 482-7200

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Agriculture
Manufacturing

NUMBER SERVED: 300

PARTNERS: Stokely USA, Inc.; Green Giant/Pillsbury; Aluminum Casting and Engineering; Peck Foods

PROJECT DESCRIPTION:

Served primarily Hispanic migrant seasonal workers at both canneries and camps (all rural sites) as well as former migrants at urban manufacturing sites.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	

COPYRIGHT: Yes **COST:** Call for details

PRODUCT DESCRIPTION: See Appendix B for Product Syllabus

CONSTRUCTION

AVAILABLE FROM: ABC Training Center
19251 Highland Road
Baton Rouge, Louisiana 70809
(504) 752-0088

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Merit-shop Construction Workers

NUMBER SERVED: 250

PARTNERS: Greater Baton Rouge Chamber of Commerce; East Baton Rouge School Board; Associated Builders and Contractors, Pelican Chapter

PROJECT DESCRIPTION:

A worker basic skills program tied to privately funded industry provided training for 4000 construction workers involved in industrial construction projects in petrochemical plants between Baton Rouge and New Orleans, Louisiana.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	X
INSTRUCTIONAL VIDEO	X
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	X
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: No **COST:** Call for details

PRODUCT DESCRIPTION:

Most instruction uses narrative to introduce concepts, model learning strategy, and guide student practice. Modules are available in safety vocabulary, reading diagrams, charts and tables, test-taking, listening skills, pipefitters math, Hazard Communications reading skills, and others.

CUSTODIAL

AVAILABLE FROM:

Linda Hellman, Manager
Workplace Education Project
Pima County Adult Education
531 West Plata, Suite 300
Tucson, Arizona 85705
(520) 884-8628
FAX: (520) 884-8622

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Manufacturing, Custodial, Hospitality, and Services for Developmentally Disabled Adults

NUMBER SERVED: 1362

PARTNERS: Arizona Consortium for Education and Training; Southern Arizona Innkeepers' Association; Tucson Metropolitan Chamber of Commerce

PROJECT DESCRIPTION:

Pima County Adult Education's Workplace Education Project provides on site, customized classes in ESOL, Reading, Writing, Math, Communications/ Listening, Problem Solving, and more to workers in various sites and industries. The Workplace Education Project was funded for four cycles. The products described come from funding cycles 1992-1993 and 1993-1995.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: Yes **COST:** $30.00

PRODUCT DESCRIPTION: Generic workplace curricula, competencies, and job-specific matrices. Subject areas include: Reading, Writing, Math, Algebra, Math for Statistical Process Control (SPC), Communications/Listening, Problem Solving, and ESOL.

GENERAL SKILLS
(Not Industry Specific)

AVAILABLE FROM: Learning Unlimited Corporation
6512 Knoxville Drive #11
Knoxville, Tennessee 37919
(800) 251-4717 (Outside Tennessee)
(800) 280-1320 (Inside Tennessee)

PARTNERS: Iowa Western Community College; Clarinda Association of Business and Industry (CABI); Shenandoah Economic Development Corporation (SEDCO)

PROJECT DESCRIPTION:

To improve the basic reading and computation skills of employees of companies who are members of the Clarinda Association of Business and Industry (CABI) and the Shenandoah Economic Development Corporation (SEDCO).

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	X
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	X
STAFF DEVELOPMENT	
PROGRAM DESIGN	X
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	

COPYRIGHT: Yes **COST:** See Appendix C

PRODUCT DESCRIPTION:

(Computer-managed Learning Unlimited ABS program) ABS Mathematics and reading/language subjects represent a compact curriculum derived from the GED competencies and general job performance skills. The curriculum is streamlined and targeted toward basic skills with high usage in the adult world.

AVAILABLE FROM: Massachusetts Department of Education
350 Main Street
Malden, Massachusetts, 01248-5023
(617) 388-3300

BUSINESS/INDUSTRY/UNION POPULATION SERVED: 16 sites in various industries

NUMBER SERVED: 730

PARTNERS: 25 total partners across the 16 sites served

PROJECT DESCRIPTION:

To improve basic skills of employees; improve employee performance; develop contextualized curriculum materials for industries; institutionalize programs by partners and replicate programs at new sites.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	X
INSTRUCTIONAL VIDEO	X
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	X
STAFF DEVELOPMENT	X
PROGRAM DESIGN	X
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: No **COST:** Free

PRODUCT DESCRIPTION:

See Appendix D for the list of available materials.

GOVERNMENT

AVAILABLE FROM: Tom Grinde
Wisconsin Board of Vocational, Technical and Adult Education
310 Price Place
Box 7874
Madison, Wisconsin 53707
(608) 266-0790

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Manufacturing, Food Service, Government, Health Care

NUMBER SERVED: 2800

PARTNERS: Wisconsin Board of Vocational, Technical and Adult Education; Wisconsin State AFL-CIO; Wisconsin Manufacturing and Commerce; University of Wisconsin-Madison, Center on Education and Work

PROJECT DESCRIPTION:

27 workplace education centers around the state.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	X
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	

COPYRIGHT: No **COST:** Copying/postage (Call for details)

PRODUCT DESCRIPTION: (See Appendix E for complete listing.)

- Curriculum: metrics, speed reading, writing, math
- Various assessments
- Practice tests for city government employees

HEALTH CARE

AVAILABLE FROM: Claude Grant
Business Institute
Bronx Community College
181st Street and University Avenue
Bronx, New York 10453
(718) 220-6231

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Hospital
Manufacturing

NUMBER SERVED: 67

PARTNERS: Farberware, Inc.; Bronx Lebanon Hospital Center

PROJECT DESCRIPTION:

"Workshops in the Workplace" - Training for manufacturing cells and hospital workers in reading, writing, communications, critical thinking, using a calculator and problem solving.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	

COPYRIGHT: No

COST: Varies (Call for details)

PRODUCT DESCRIPTION:

Program outline, lesson plans, assessment instruments.

AVAILABLE FROM: Dolores Perin
CASE/IRDOE, CUNY Graduate School
25 West 43rd Street, Room 620
New York, New York 10036
(212) 642-2937

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Health care para-professionals (nurses aides, home health attendants, etc.)

NUMBER SERVED: 150

PARTNERS: CASE; CUNY Graduate School; Consortium for Worker Education

PROJECT DESCRIPTION:

Paraprofessional health care workers who had GED or regular high school diplomas prepared for 2-year college programs in nursing or other health specializations.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	X
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: Yes

COST: $146.00 full set (cost-recovery basis)

PRODUCT DESCRIPTION: (See Appendix F for a full description.)

- Reading and Writing Curriculum Guide
- Math Curriculum Guide
- Science Video Package -- 3 video tapes and study guide

AVAILABLE FROM: Emily Griffith Opportunity School
Workplace Education Program
1250 Welton Street
Denver, Colorado 80204
(303) 575-4739

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Hospital Employees

NUMBER SERVED: 500

PARTNERS: Provenant Healthcare Partners; University of Colorado Health Sciences Center; Presbyterian/ Saint Luke's Medicál Center; St. Joseph's Hospital; Emily Griffith Opportunity School

PROJECT DESCRIPTION: Workplace education for hospital employees.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: Yes **COST:** See Below

PRODUCT DESCRIPTION:

- Communication and Problem Solving in the Workplace ($14.48)
- English as a Second Language/ Workplace Education ($14.48)
- The Writing Process in Health Care ($17.60)
- Getting Hooked on Words ($19.94)
- Using Numbers Less Than 1 ($17.84)
  Accompanying Student Handbook ($16.04)

AVAILABLE FROM: Institute for the Study of Adult Literacy
The Pennsylvania State University
204 Calder Way, Suite 209
University Park, Pennsylvania 16801-4756
(814) 863-3777

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Pennsylvania Blue Shield

NUMBER SERVED: 270

PARTNERS: Pennsylvania Blue Shield; Tri-County Opportunities Industrialization Corporation; Institute for the Study of Adult Literacy

PROJECT DESCRIPTION: Health insurance claims for Pennsylvania Blue Shield.

PRODUCTS:

WRITTEN CURRICULUM	
INSTRUCTIONAL SOFTWARE	X
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	X
PROGRAM DESIGN	X
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	

COPYRIGHT: Yes

COST: $390 (Total Package)

PRODUCT DESCRIPTION:

Basic skills instructional program using computer-assisted instruction for health insurance employees functioning at a mid-literacy level.

AVAILABLE FROM: Kathleen R. Chernus
Director, Project LEAP
Maryland State Department of Education
200 West Baltimore Street
Baltimore, Maryland 21201
(410) 333-2381

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Union workers in central Maryland

NUMBER SERVED: 2700

PARTNERS: Maryland State Department of Education; Metropolitan Baltimore Council of AFL-CIO Unions

PROJECT DESCRIPTION:

The Labor Education Achievement Program (LEAP) provides workplace basic skills training to union workers in central Maryland.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: Yes **COST:** $9.00

PRODUCT DESCRIPTION:

Curriculum Guide in Healthcare; Curriculum Guide in Food Services (in production).

AVAILABLE FROM: Massachusetts Career Development Institute, Inc.
140 Wilbraham Avenue
Springfield, Massachusetts 01109
(413) 781-5640

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Health Services Industry

NUMBER SERVED: 103

PARTNERS: Geriatric Authority of Holyoke (GAH); United Food and Commercial Workers Union Local 1459

PRODUCT DESCRIPTION:

The MCDI/GAH Workplace Education program is for one hundred individuals who are presently employed by the Geriatric Authority of Holyoke (GAH). The instruction takes place at the GAH facilities. MCDI educational staff provides English as a second language, Adult Basic Education, and High School Equivalency (GED) Preparation instructional programs. Our goal is to assist GAH employees in obtaining these transferrable basic skills and enable them to maintain their access to career advancement opportunities in the health services industry.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: Yes

COST: See Product Description

PRODUCT DESCRIPTION:

The competency-based curriculum (nineteen individual booklets) is to enhance employee job performance and productivity by:

- building confidence, motivation, and self-esteem
- improving reading comprehension and math skills
- developing oral and written communication
- strengthening work-related decision making
- increasing opportunities for career advancement

1. "Activity Aide Handbook"
   This 73-page handbook may be used as an educational tool for building vocabulary, reading comprehension, and writing skills. These adult basic education skills are integrated with the essential tasks of an Activity Aide in a Health Care Setting; namely, The Initial Visit to the Resident, The Initial Activity Assessment, Factors in Developing a Care Plan, and Writing Goals. (Cost $10.00)

2. "Nurses' Aide Curriculum"
   The competency-based nurses' aide curriculum can be easily integrated with other workplace programs, GED preparation, adult literacy or college courses. The nineteen individual booklets of approximately 25 pages each simplify nurses' aide skills that assists employees in passing the State's training and testing requirements for employment or job retention in the field. The curriculum also enhances confidence, motivation, and self-esteem, improves reading comprehension, develops oral and written communication skills, strengthens work-related decision making, and increases opportunities for career advancement. (Cost for 19 books is $57.00 or $3.00 per book.)

AVAILABLE FROM: Dr. Stephen A. Bernhardt
Director, StepAhead
Department of English, Box 3E
New Mexico State University
Las Cruces, New Mexico 88003
(505) 646-2027

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Health Care

NUMBER SERVED: Approximately 1000

PARTNERS: Presbyterian Healthcare Services; Lovelace Medical; Memorial Medical Center; Gila Regional M.C.; and other hospitals

PROJECT DESCRIPTION:

Short courses in communication skills: writing, reading, supervising, evaluating employees, and giving presentations.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	X
PROGRAM DESIGN	X
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: Yes

COST: Negotiable (Free to Nonprofits)

PRODUCT DESCRIPTION:

Course Books and Teacher Guides:

- "The Write Stuff: Memos and Short Reports"
- "Straight Talk: Communicating in Health Care Settings"
- "Communication for Supervisors"
- "Reading and Writing Skills"
- "Effective Presentations"
- "Effective Performance Appraisals"

AVAILABLE FROM: John Harback
Related Training Programs
Northeast Metro Technical College
3300 Century Avenue North
White Bear Lake, Minnesota 55110

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Hospital Workers

NUMBER SERVED: 350

PARTNERS: Northeast Metro Technical College; Minnesota Teamsters Bureau; Service Employees International Union Local 113; University of Minnesota Hospital and Clinics; North Memorial Hospital; Abbott Northwestern Hospital; Riverside Medical Center

PROJECT DESCRIPTION:

Reading, writing, measuring/computations, interpersonal relations/communications, basic computer skills, competency based modules written in a health care/hospital context for people working in food service, housekeeping, environmental services, patient transport and nursing assistance.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	X
STAFF DEVELOPMENT	X
PROGRAM DESIGN	X
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	X

COPYRIGHT: Yes **COST:** $6.00 per module

PRODUCT DESCRIPTION:

Self-contained, competency based modules written in a health care context. Companion instructor guides, program design documentation, marketing video and process description and assessment evaluation process.

AVAILABLE FROM: Sanford Workplace Education Project
Roosevelt Adult Learning Center
39 River Street
Sanford, Maine 04073
(207) 490-5145

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Nurses and CNAs

NUMBER SERVED: 15

PARTNERS: Sanford Adult Education; Vishay-Sprague; The Baker Company; Jagger Brothers; Millrock-Saber Company; Greenwood Center

PROJECT DESCRIPTION:

A basic communication course for nurses and CNA's to apply French expressions and emergency phrases to the elderly residents at the Greenwood Center (a long term health care facility). The course also covered activities to aid in dealing with the elderly.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	X
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: No

COST: Printing/ photocopying (Call for details)

PRODUCT DESCRIPTION:

Class notes and design for a program to adapt to workers with similar needs.

AVAILABLE FROM: Sweetwater Workplace Education
458 Moss Street
Chula Vista, California 91911
(619) 691-5791
FAX: (619) 425-8728

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Pre-vocational Certified Nurse Assistant Students

NUMBER SERVED: 140

PARTNERS: Sweetwater Union High School District; Certified Nurse Assistant (CNA) teachers at Chula Vista Adult School

PROJECT DESCRIPTION:

Prepare potential CNA students to be successful in the CNA vocational course through teaching job related vocabulary, study skills, reading comprehension and oral pronunciation skills.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	

COPYRIGHT: No **COST:** $6.00 (copying/ mailing)

PRODUCT DESCRIPTION:

Course outline, list of commercial materials, vocabulary list and exercises, assessment procedures, original sample lessons and sources for materials.

AVAILABLE FROM: Tom Grinde
Wisconsin Board of Vocational, Technical and Adult Education
310 Price Place
Box 7874
Madison, Wisconsin 53707
(608) 266-0790

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Manufacturing, Food Service, Government, Health Care

NUMBER SERVED: 2800

PARTNERS: Wisconsin Board of Vocational, Technical and Adult Education; Wisconsin State AFL-CIO; Wisconsin Manufacturing and Commerce; University of Wisconsin-Madison, Center on Education and Work

PROJECT DESCRIPTION:

27 workplace education centers around the state.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	X
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	

COPYRIGHT: No **COST:** Copying/postage (Call for details)

PRODUCT DESCRIPTION: (See Appendix E for complete listing.)

- Curriculum: metrics, speed reading, writing, math
- Various assessments
- Practice tests for city government employees

HOTEL/HOUSEKEEPING

AVAILABLE FROM: Dr. Rena Grasso, Director
Career and Life Counseling Center
Bergen County Technical Schools
280 Hackensack Avenue
Hackensack, New Jersey 07601
(201) 343-6000 ext. 2248

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Hotel Workers
Housekeepers

NUMBER SERVED: 63

PARTNERS: Career and Life Counseling Center at Bergen County Technical Schools; Marriott Corporation

PROJECT DESCRIPTION:

To provide instruction for Limited English proficient housekeepers at two different sites.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: No **COST:** Call for details

PRODUCT DESCRIPTION:

1. Curriculum for LEP Hotel Housekeepers-Level 1
2. Curriculum for LEP Hotel Housekeepers-Level 2

MANUFACTURING

AVAILABLE FROM: Acton Boxborough Regional School District
16 Charter Road
Acton, Massachusetts 01720
ATTN: Arthur W. Goodall
(508) 264-4700 ext. 215

BUSINESS/INDUSTRY/POPULATION SERVED: Manufacturing of Engineered Coated Fabrics

NUMBER SERVED: 75

PARTNERS: Acton-Boxborough Regional School District; the Haartz Corporation

PROJECT DESCRIPTION:

A unique contextualized workplace education program in language arts/communications skills, mathematics, and GED preparation.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	

COPYRIGHT: No **COST:** None

PRODUCT DESCRIPTION:

- Written Curriculum: "Curriculum Development Project in Language Arts/Communication Skills and Mathematics"
- Assessment/Evaluation: "Program Evaluation of the Haartz Workplace Education Program"

AVAILABLE FROM: Claude Grant
Business Institute
Bronx Community College
181st Street and University Avenue
Bronx, New York 10453
(718) 220-6231

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Hospital
Manufacturing

NUMBER SERVED: 67

PARTNERS: Farberware, Inc.; Bronx Lebanon Hospital Center

PROJECT DESCRIPTION:

"Workshops in the Workplace" - Training for manufacturing cells and hospital workers in reading, writing, communications, critical thinking, using a calculator and problem solving.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	

COPYRIGHT: No

COST: Varies (Call for details)

PRODUCT DESCRIPTION:

Program outline, lesson plans, assessment instruments.

AVAILABLE FROM: Jim Richert
Manager of Workplace Literacy
Indiana Vocational Technical College
P.O. Box 1763
Indianapolis, Indiana 46206
(317) 921-4497

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Automotive Workers

NUMBER SERVED: 350

PARTNERS: UAW 933; Allison Transmission Division of General Motors Corporation

PROJECT DESCRIPTION:

Develop and instruct workplace directed, job specific materials and curriculum for hourly and salary workers in the Division's six plants.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	

COPYRIGHT: No **COST:** $45.00

PRODUCT DESCRIPTION:

- Statistical Processing Control (SPC)
- Metrics
- Charting

AVAILABLE FROM: Learning Unlimited Corporation
6512 Baum Drive #1
Knoxville, Tennessee 37919
(800) 251-4717 (Outside Tennessee)
(800) 280-1320 (Inside Tennessee)

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Manufacturing Workers

NUMBER SERVED: 400+

PARTNERS: Sanford Adult Education; Vishay Sprague; The Baker Company; Jagger Brothers; Millrock-Saber Company; Greenwood Center

PROJECT DESCRIPTION:

Basic skills enhancement; math; language; ESL students with advanced ESL study background

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	X
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	X
STAFF DEVELOPMENT	X
PROGRAM DESIGN	X
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	X

COPYRIGHT: Yes **COST:** $2,000.00

PRODUCT DESCRIPTION:

Specially designed as a tutorial for students needing a refresher course in basic skills through grade 12. Also excellent for students learning material for the first time. It creates IEP, Pre and Post Assessments, and Mastery.

AVAILABLE FROM: Elaine Weinberg
Mercer County Community College
1200 Old Trenton Road
Trenton, NJ 08690
(609) 586-4800 ext. 612

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Manufacturing and Service

NUMBER SERVED: 600

PARTNERS: The Trane Company; The Hibbert Group

PROJECT DESCRIPTION:

Detailed curricula for ESL, Reading, Writing, Pre-blueprint Math, Communications, and Machinist Math (i.e. measurement, fractions, geometry). The curricula focuses on critical thinking, problem solving, and team building.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	X
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: In process

COST: Xeroxing/shipping (approximately $8.00)

PRODUCT DESCRIPTION:

A historical perspective and practical hands-on manuals for trainers in the workplace.

AVAILABLE FROM: Jean Willis
Meridian Community College
910 Highway 19 North
Meridian, Mississippi 39307
(601) 484-8800

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Electronics/ Manufacturing

NUMBER SERVED: 97

PARTNERS: Meridian Community College; Peavey Electronics

PROJECT DESCRIPTION:

Deliver basic skills instruction to employees.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	

COPYRIGHT: No **COST:** Cost of paper (Call for details)

PRODUCT DESCRIPTION:

- Individualized, self-paced lessons
- Predominantly basic math skills with some reading skills
- Very work specific to metal fabrication division especially in use of forms, measurement, applications, and related math for Statistical Processing Control.

AVAILABLE FROM: Linda Hellman, Project Manager
Pima County Adult Education
Workplace Education Project
531 West Plata, Suite 300
Tucson, Arizona 85705
(520) 884-8628
FAX: (520) 884-8622

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Manufacturing, Custodial, Hospitality, and Services for Developmentally Disabled Adults

NUMBER SERVED: 1362

PARTNERS: Arizona Consortium for Education and Training; Southern Arizona Innkeepers' Association; Tucson Metropolitan Chamber of Commerce

PROJECT DESCRIPTION:

Pima County Adult Education's Workplace Education Project provides on site, customized classes in ESOL, Reading, Writing, Math, Communications/ Listening, Problem Solving, and more to workers in various sites and industries. The Workplace Education Project was funded for four cycles. The products described come from funding cycles 1992-1993 and 1993-1995.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: Yes **COST:** $30.00

PRODUCT DESCRIPTION: Generic workplace curricula, competencies and job-specific matrices. Subject areas include: Reading, Writing, Math, Algebra, Math for Statistical Process Control (SPC), Communications/Listening, Problem Solving, and ESOL.

AVAILABLE FROM: Salt Lake Community College
Workplace Education
1575 South State Street
Salt Lake City, Utah 84087
(801) 461-3220

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Manufacturing/Health Care

NUMBER SERVED: 1306

PARTNERS: Smith's Food and Drug; L.D.S. Hospital; Industrial Gasket; Becton-Dickinson; Easton Aluminum; Union Pacific Railroad; Natter Manufacturing; National Semi-conductor

PROJECT DESCRIPTION:

Provide basic skills in ESL, Writing, Reading, Math, pre-SPC, Teambuilding, Learning to Learn, and Critical Thinking.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	X
STAFF DEVELOPMENT	
PROGRAM DESIGN	X
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: Yes **COST:** Call for details

PRODUCT DESCRIPTION:

Modules include ESL, Writing, Reading, Math, pre-SPC, Teambuilding, Learning to Learn, Critical Thinking. The entire package includes the curriculum, course report, and student learning packet.

AVAILABLE FROM: Sanford Workplace Education Project
Roosevelt Adult Learning Center
39 River Street
Sanford, Maine 04073
(207) 490-5145

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Manufacturing Workers

NUMBER SERVED: 15

PARTNERS: Sanford Adult Education; Vishay-Sprague; The Baker Company; Jagger Brothers; Millrock-Saber Company; Greenwood Center

PROJECT DESCRIPTION:

A course designed to teach and enhance math skills and group dynamics to workers who needed to study and read blueprints.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	X
STAFF DEVELOPMENT	
PROGRAM DESIGN	X
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	

COPYRIGHT: No

COST: Photocopying (Call details)

PRODUCT DESCRIPTION:

This curriculum is designed to combine supervisory staff and workers to unify the technology involving blueprint reading, math functions and problem solving. This company is in the process of ISO 9000.

AVAILABLE FROM: UMOS
3195 South Superior Street
P.O. Box 07710
Milwaukee, Wisconsin 53207
(414) 482-7200

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Agriculture and Manufacturing

NUMBER SERVED: 300

PARTNERS: Stokely USA, Inc.; Green Giant/Pillsbury; Aluminum Casting and Engineering; Peck Foods

PROJECT DESCRIPTION:

Serve primarily Hispanic migrant seasonal workers at both canneries and camps (all rural sites) as well as former migrants at urban manufacturing sites.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	

COPYRIGHT: Yes **COST:** Call for details

PRODUCT DESCRIPTION: See Appendix B for project syllabus.

AVAILABLE FROM: Wilson Language Training
162 West Main Street
Millbury, Maine 01527-1943
(509) 865-5699

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Manufacturing and Health Care

NUMBER SERVED: 6

PARTNERS: Sanford Adult Education; Vishay-Sprague; The Baker Company; Jagger Brothers; Millrock-Saber Company; Greenwood Center

PROJECT DESCRIPTION:

A program for students who are unable to decode and/or encode and for older dyslexic students grade 5 to adult.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	X
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	X
STAFF DEVELOPMENT	X
PROGRAM DESIGN	X
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	

COPYRIGHT: Yes **COST:** $189.00/set

PRODUCT DESCRIPTION:

If students are undiagnosed as learning disabled and all other materials are not successful to improve reading, this program will be useful.

AVAILABLE FROM:

Tom Grinde
Wisconsin Board of Vocational, Technical and Adult Education
310 Price Place
Box 7874
Madison, Wisconsin 53707
(608) 266-0790

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Manufacturing, Food Service, Government, Health Care

NUMBER SERVED: 2800

PARTNERS: Wisconsin Board of Vocational, Technical and Adult Education; Wisconsin State AFL-CIO; Wisconsin Manufacturing and Commerce; University of Wisconsin-Madison, Center on Education and Work

PROJECT DESCRIPTION:

27 workplace education centers around the state.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	X
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	

COPYRIGHT: No

COST: Copying/postage (Call for details)

PRODUCT DESCRIPTION: (See Appendix E for a full listing.)

- Curriculum: metrics, speed reading, writing, math
- Various assessments
- Practice tests for city government employees

AVAILABLE FROM: Linda Mrowicki, Project Director
Workplace Education Division of THE CENTER
1855 Mt. Prospect Road
Des Plaines, Illinois 60018
(708) 803-3231
FAX: (708) 803-3231

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Manufacturing Workers

NUMBER SERVED: More than 2500 participants over 5 cycles

PARTNERS: More than 50 companies over five cycles. Companies have included: Allied Diecasting; Burgess-Norton Manufacturing; Brach and Brock Confectionary; Electro-Motive Division of General Motors; FEL-PRO, Inc.; Tricon Industries; and Videojet Systems International.

PROJECT DESCRIPTION:

Project conducted literacy audits, workforce assessments, customized curriculum and customized instruction at each company. A major focus of the project was on developing a process for measuring the impact of the program on the company.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	X
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: Yes **COST:** $9.00 each (Includes postage)

PRODUCT DESCRIPTION:

1. "A Basic Skills Core Curriculum for the Manufacturing Industry" describes the program model, core curriculum, and sample lessons.

2. "Best Practices for Quality Basic Skills Programs in the Manufacturing Industry" describes key components of a program and quality indicators.

3. "Resource List of Commercial Workplace Materials" for the Manufacturing Industry contains references to commercial materials for a variety of competencies.

4. "Evaluation Guide for Workplace Basic Skills Programs" describes tools for evaluating on four levels -- participation reaction, learning, transfer, and impact. Included are actual instruments from the project and recommendations regarding their use.

MARKETING WORKPLACE LITERACY

AVAILABLE FROM: Sanford Workplace Education Project
Roosevelt Adult Learning Center
39 River Street
Sanford, Maine 04073
(207) 490-5145

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Use with any

NUMBER SERVED: N/A

PARTNERS: None

PROJECT DESCRIPTION:

See PRODUCT DESCRIPTION for details

PRODUCTS:

WRITTEN CURRICULUM	
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	X

COPYRIGHT: No

COST: self-addressed business envelope with $0.58 postage

PRODUCT DESCRIPTION:

Original marketing brochure used to publicize the Sanford Work Smarter Workplace learning project.

AVAILABLE FROM: Jane Snyder
Workplace Initiative
12657 Fee Fee Road
St. Louis, Missouri 63146
(314) 469-8523

NUMBER SERVED: 271

PARTNERS: Watlow Electric; St. John's Mercy Medical Center; St. Luke's Hospital

PROJECT DESCRIPTION:

To increase levels of literacy, job performance, job satisfaction, productivity, job retention, and self-esteem of members of the area workforce and to serve as a resource center for Workplace Literacy in the Metropolitan St. Louis area.

PRODUCTS:

WRITTEN CURRICULUM	
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	X

COPYRIGHT: Yes **COST:** $25.00

PRODUCT DESCRIPTION:

This is a generic piece that could be used by any provider to explain the concept of workplace literacy to a prospective client. It includes testimonials from manufacturers and hospitals. See Appendix G for more information.

METALWORKING

AVAILABLE FROM: Central Alabama Community College
P.O. Box 699
Alexander City, Alabama 35010
ATTN: Bob Stone
(205) 234-6346

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Metal Casting Industry

NUMBER SERVED: Not given

PARTNERS: Robinson Foundry; Bodine-Robinson; Satterfield Machine; Robinson Iron

PROJECT DESCRIPTION:

Project focuses on the identification, development, and implementation of a comprehensive workplace basic skills training effort through which reading, math, language, problem solving, critical thinking and communication skills are developed in the context of the specific job for all hourly employees.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: No **COST:** Call for details

PROJECT DESCRIPTION:

The curriculum includes activities in reading, math, language, problem solving, critical thinking and communication skills, all within a job-specific context.

AVAILABLE FROM: Northern Illinois University
Office of Applied Innovations
28 East Jackson, Suite 1800
Chicago, Illinois 60604
(312) 939-8694

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Precision metalwork

NUMBER SERVED: 500/year

PARTNERS: 14 Chicago Metropolitan area metalworking companies.

PROJECT DESCRIPTION:

The Employee Assistance and Skills Enhancement (EASE) project provides basic skills training in language, reading and mathematics to both native and non-native English speaking workers in the precision metal-working and electronics industries through customized curricula featuring innovative teaching techniques.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: Yes **COST:** $0.15/page plus shipping/ handling

PRODUCT DESCRIPTION:

- "Customizing from Within: Train the Trainer" is a 12-hour workshop developed to prepare technical staff to effectively train small or mid-size groups in a company setting. The manual explores issues such as equipping a training room, using overheads, designing quizzes, making handouts

readable, and planning lessons. A checklist of effective presentation techniques is provided. Total number of pages is 70.

- "ISO 7000 Audit Language Skills Preparation" is an 18-hour VESL curriculum focused on typical audit questions asked of plant workers in a precision metal industry. Roleplays and other evaluations prepare students for a videotaped mock audit in the final week. Level: Intermediate/Advanced. A beginning level curriculum is forthcoming. Number of pages is 45.

- "Elementary Blueprint Reading" is a set of 12 customized lessons which integrate basic skills with elementary technical skills in reading and interpreting precision metal blueprints. Basic skills: metric/English measurements, ratio, calculating tolerance range. Technical skills: blueprint lines, basic and section views, revisions. Pair exercises provide opportunities for peer coaching. A customized pre/post test is included. Total number of pages is 50.

- "TQL: Teamwork, Quality, Language" contains 24 customized lessons designed to prepare limited English proficient trainees with the oral/aural and graphic literacy skills to effectively participate in an in-house Total Quality Management (TQM) class. Lesson focus on the internal customer, the supplier, job descriptions, and cross-training. Key graphic organizers and teamskills are integrated into this nested curriculum. Total number of pages is 44.

SERVICE

AVAILABLE FROM: Institute for the Study of Adult Literacy
The Pennsylvania State University
204 Calder Way, Suite 209
University Park, Pennsylvania 16801-4756
(814) 863-3777

BUSINESS/INDUSTRY/UNION POPULATION SERVED: AT&T

NUMBER SERVED: 76

PARTNERS: AT&T; Florida Community College at Jacksonville; Institute for the Study of Adult Literacy

PROJECT DESCRIPTION:

Customer service and telephone sales for AT&T and other companies in Jacksonville.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	X
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	X
PROGRAM DESIGN	X
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	

COPYRIGHT: Yes **COST:** $456.00 Total Package

PRODUCT DESCRIPTION:

Computer-based and classroom instruction that teaches entry level workers and trainees the basic skills and metacognitive strategies necessary for customer service and telephone sales.

AVAILABLE FROM: ERIC Clearinghouse on Adult, Career and Vocational Education
Ohio State University
1900 Kenny Road
Columbus, Ohio 43210-1090
(800) 443-ERIC

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Service Industry

NUMBER SERVED: 223

PARTNERS: Arlington and Alexandria Public Schools; Arlington and Alexandria Chamber of Commerce; Southland Corporation; Apartment and Office Building Association; Northern Virginia Hotel and Motel Association Virginia Health Care Association; Voluntary Hospital-Middle Atlantic States

PROJECT DESCRIPTION:

To provide job-related English and basic skills training to limited English proficient adults working in entry level service jobs. Training will be delivered through classes and/or computer assisted instruction at the work site.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	X
STAFF DEVELOPMENT	
PROGRAM DESIGN	X
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	X

COPYRIGHT: Yes **COST:** Call for details

PRODUCT DESCRIPTION:

- ED 326 076 "Recruiting Employees for ESL Classes" -- Guides employers and instructional programs in recruiting employees for ESL classes.

- ED 321 613 "Housekeeping ESL: Workplace Literacy Curriculum for Hotels" -- A literacy ESL curriculum for hotel housekeepers.

- ED 363 144 "Food and Beverage Industry ESL: Workplace Literacy Curriculum for Hotels" -- A literacy ESL curriculum for food and beverage workers.

- ED 363 145 "Convenience Store Workplace Literacy Curriculum" -- A literacy ESL curriculum for convenience store workers.

- ED 364 124 "Building Facilities/Custodial Services ESL: Workplace Literacy Curriculum" -- A literacy ESL curriculum for custodial and maintenance workers.

- ED 313 927 "Perspectives on Organizing a Workplace Literacy Program" -- An overview of the process of developing a literacy ESL program for workplace learners.

- ED 322 290 "REEP Hotel Workplace Literacy Project: Final Report - Grant 1" -- Describes the implementation and results of the first REEP Hotel Workplace Literacy Project.

- ED 322 291 "REEP Hotel Workplace Literacy Project: Evaluation Report, 1988-1990" by Dr. Morris Peterson -- An evaluative report on the REEP Hotel Workplace Literacy Project.

- ED 363 146 "REEP Federal Workplace Literacy Project: March 1991 - February 1993 Final Report for Grant #3" -- Describes the implementation and results of the third REEP Federal Workplace Literacy Project.

AVAILABLE FROM: Linda Hellman, Project Manager
Pima County Adult Education
Workplace Education Project
531 West Plata, Suite 300
Tucson, Arizona 85705
(520) 884-8628
FAX: (520) 884-8622

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Manufacturing, Custodial, Hospitality, and Services for Developmentally Disabled Adults

NUMBER SERVED: 1362

PARTNERS: Arizona Consortium for Education and Training; Southern Arizona Innkeepers' Association; Tucson Metropolitan Chamber of Commerce

PROJECT DESCRIPTION:

Pima County Adult Education's Workplace Education Project provides on site, customized classes in ESOL, Reading, Writing, Math, Communications/ Listening, Problem Solving, and more to workers in various sites and industries. The Workplace Education Project was funded for four rounds. The products described come from funding cycles 1992-1993 and 1993-1995.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: Yes **COST:** $30.00

PRODUCT DESCRIPTION: Generic workplace curricula, competencies and job-specific matrices. Subject areas include: Reading, Writing, Math, Algebra, Math for Statistical Process Control (SPC), Communications/Listening, Problem Solving, and ESOL.

AVAILABLE FROM: Sweetwater Workplace Education
458 Moss Street
Chula Vista, California 91911
(619) 691-5791
FAX: (619) 425-8728

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Parking Lot Cashiers

NUMBER SERVED: 15

PARTNERS: Sweetwater Union High School District; ACE Parking, Inc.

PROJECT DESCRIPTION:

Train parking lot cashiers in completing complex business forms, handling money, critical thinking and customer service skills.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: No **COST:** $6.00 (copying/ mailing)

PRODUCT DESCRIPTION:

Course outline and lessons covering basic math, money handling, complex business forms, job related critical thinking problems and customer service.

AVAILABLE FROM: Sweetwater Workplace Education
458 Moss Street
Chula Vista, California 91911
(619) 691-5791
FAX: (619) 425-8728

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Store Clerks

NUMBER SERVED: 125

PARTNERS: Sweetwater Union High School District; Southland Corporation

PROJECT DESCRIPTION:

Train convenience store clerks in basic job related literacy skills, including reading, math, critical thinking and customer relations.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: Yes **COST:** Not applicable

PRODUCT DESCRIPTION:

The materials used were developed from the 7-Eleven New Employee Training Manual. They are only available to franchise owners or corporate owned store managers.

AVAILABLE FROM: Tom Grinde
Wisconsin Board of Vocational, Technical and Adult Education
310 Price Place
Box 7874
Madison, Wisconsin 53707
(608) 266-0790

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Manufacturing, Food Service, Government, Health Care

NUMBER SERVED: 2800

PARTNERS: Wisconsin Board of Vocational, Technical and Adult Education; Wisconsin State AFL-CIO; Wisconsin Manufacturing and Commerce; University of Wisconsin-Madison, Center on Education and Work

PROJECT DESCRIPTION:

27 workplace education centers around the state.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	X
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	

COPYRIGHT: No **COST:** Copying/postage (Call for details)

PRODUCT DESCRIPTION: (See Appendix E for a complete listing.)

- Curriculum: metrics, speed reading, writing, math
- Various assessments
- Practice tests for city government employees

AVAILABLE FROM: Elaine Weinberg
Mercer County Community College
1200 Old Trenton Road
Trenton, NJ 08690
(609) 586-4800 ext. 612

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Manufacturing and Service

NUMBER SERVED: 600

PARTNERS: The Trane Company; The Hibbert Group

PROJECT DESCRIPTION:

Detailed curricula for ESL, Reading, Writing, Pre-blueprint Math, Communications, and Machinist Math (i.e. measurement, fractions, geometry). The curricula focuses on critical thinking, problem solving, and team building.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	X
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: In process

COST: Xeroxing/shipping (approximately $8.00)

PRODUCT DESCRIPTION:

A historical perspective and practical hands-on manuals for trainers in the workplace.

TEXTILES

AVAILABLE FROM: Acton Boxborough Regional School District
16 Charter Road
Acton, Massachusetts 01720
ATTN: Arthur W. Goodall
(508) 264-4700 ext. 215

BUSINESS/INDUSTRY/POPULATION SERVED: Manufacturing of Engineered Coated Fabrics

NUMBER SERVED: 75

PARTNERS: Acton-Boxborough Regional School District; the Haartz Corporation

PROJECT DESCRIPTION:

A unique contextualized workplace education program in language arts/communications skills, mathematics, and GED preparation.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	

COPYRIGHT: No **COST:** None

PRODUCT DESCRIPTION:

- Written Curriculum: "Curriculum Development Project in Language Arts/Communication Skills and Mathematics"
- Assessment/Evaluation: "Program Evaluation of the Haartz Workplace Education Program"

AVAILABLE FROM: Anna Baldwin
Clemson Fabrication Plant
The Learning Center
Cherry Road
Clemson, South Carolina 29634-0709
(803) 653-2684

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Textiles

NUMBER SERVED: 1000

PARTNERS: West Point Stevens, Inc.; Oconee Adult Education; Clemson University, College of Education

PROJECT DESCRIPTION:

The Learning Center focuses on work-related literacy skills for fabrication, greige mill and finishing employees.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	X
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: Depends on the product **COST:** Depends on the product (See below)

PRODUCT DESCRIPTION:

Instructional software:

- "Stubby" is a customized version of your company's pay stub. It allows an employee to browse all items and learn what they are. It also has two activities: a multiple choice questioning activity, and a questioning activity requiring identification of stub information. Both activities can be designed for basic reading and/or math instruction and/or evaluation. (MacIntosh

only; $750-1000 site license depending on complexity. Contact Chris Peters at 803/654-6667).

- Vocabulary template: input work-specific vocabulary, definitions and sentences. Have 5 different levels of activities they can work on in learning those words. Words can be broken into lessons. Individual student data is automatically recorded and saved. (Macintosh only; $499 site license depending on complexity. Contact Chris Peters at 803/654-6667).

- "MSDS Helper" - This program has three levels of learning about Material Data Safety Sheets (MSDS) -- a general knowledge level; a practice level; and an applied level with practical chemical situations. (Macintosh only; Contact Anna Baldwin at 803/653-2684).

Written Materials (Contact Anna Baldwin at 803/653-2684):

- Curricula for math and communications. (Available for reproduction costs, which are approximately $10.)
- Task analyses for fabrication, greige, and finishing. (Available for reproduction costs, which are up to $25.)
- Utility analysis and cost-benefit analysis paper. (Contact Bill Fisk at 803/656-5119).

AVAILABLE FROM: Chinatown Manpower Project
70 Mulberry Street
New York, New York 10013
ATTN: Ivy Au Tse, Project Director
(212) 571-1694 ext. 122
FAX: (212) 571-1686

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Chinese garment workers

NUMBER SERVED: More than 700 workers between 5/4/93 and 4/30/95

PARTNERS: Local 23-25 of the International Ladies Garment Workers Union (ILGWU) now renamed as Union of Needletrades Industries and Textile Employees (UNITE); Continental Garment Manufacturers Association (CGMA); Greater Blouse, Skirt, and Undergarment Association.

PROJECT DESCRIPTION:

The program offers different levels of ESL and Basic Skills of garment-related English in three 17-week cycles. A garment-related English program is also broadcasted through a cable Chinese (dialect: Cantonese) radio station. Six computerized garment-related lessons have also been developed.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	X
INSTRUCTIONAL VIDEO	X
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: No

COST: See Product Description

PRODUCT DESCRIPTION:

Written curriculum entitled "From Theory to Practice: A Set of Garment-Related ESL Curriculum" (208 pages) relates to garment terminologies and garment making procedures, which is available from ERIC. Call (800) 443-ERIC for cost and ordering information. There are two booklets of garment-related bilingual broadcast lessons and cassette tapes, which are available at Chinatown Manpower. Also available from Chinatown Manpower are the instructional videos and software. Call for details.

AVAILABLE FROM: Interactive Knowledge, Inc.
P.O. Box 560865
Charlotte, North Carolina 28256
(800) 334-1502

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Textiles and Apparel

NUMBER SERVED: Not given

PARTNERS: Literacy Systems Center, North Carolina State University; Interactive Knowledge, Inc.; Sara Lee Knit Products; other textile and apparel firms

PROJECT DESCRIPTION:

The project was designed to provide over 60 hours of instruction in reading, math, and critical thinking skills.

PRODUCTS:

WRITTEN CURRICULUM	
INSTRUCTIONAL SOFTWARE	X
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: Yes

COST: $2000 for one copy
$5000 for site license

PRODUCT DESCRIPTION:

CD-ROM disc containing multi-media workplace course work for the textile and apparel industry. The curriculum is designed to provide over 60 hours of instruction in reading, math, and critical thinking skills.

AVAILABLE FROM: Debra B. Harlow
Piedmont Community College
P.O. Box 1197
Roxboro, North Carolina 27573
(910) 599-1181

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Textile Industries

NUMBER SERVED: 710

PARTNERS: Piedmont Community College; Alamance Community College; Central Carolina Community College; Randolph Community College; Burlington Industries; Collins and Aikman Corporation

PROJECT DESCRIPTION:

Provide a customized basic skills program for employees who function below a 245 level D, CASAS (high school level) so that they can maintain their jobs, move laterally or upward in the workplace.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE (promotional)	X
INSTRUCTIONAL VIDEO	X
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT (notebook)	X
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	X

COPYRIGHT: No **COST:** Call for details

PRODUCT DESCRIPTION:

Interactive Knowledge, Inc. developed a customized software program for our project on the subject of Safety. They own the rights to the format used for this (704/334-0055) which was the "I Know Approach to Workplace Literacy."

AVAILABLE FROM: Lou Ann Rasberry
Pitt Community College
P.O. Drawer 7007
Greenville, North Carolina 27835-7007
(919) 321-4340

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Textile

NUMBER SERVED: 125

PARTNERS: Pitt Community College; Collins and Aikman Corporation

PROJECT DESCRIPTION:

Open entry, open exit voluntary program designed to help participants to upgrade basic skills in reading, math, communication and problem-solving.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	X
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: Yes **COST:** Call for details

PRODUCT DESCRIPTION:

Modules to Date:

- Organization Effectiveness
- Workplace Writing

WASTE HANDLING

AVAILABLE FROM: Sweetwater Workplace Education
458 Moss Street
Chula Vista, California 91911
(619) 691-5791
FAX: (619) 425-8728

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Hazardous Waste Handlers

NUMBER SERVED: 40

PARTNERS: Sweetwater Union High School District; Appropriate Technologies, Inc.

PROJECT DESCRIPTION:

Train hazardous waste handlers in basic chemical properties, reactions, and safety issues to help them repack wastes for shipping and storage.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: No **COST:** $6.00 (copying/mailing)

PRODUCT DESCRIPTION:

Job related text, worksheets, and quizzes covering organics, acids, bases, ph, corrosives, oxidizers, solvents, carcinogens and poisons.

WINE INDUSTRY

AVAILABLE FROM: The Literacy Line
Napa Valley Adult School
2447 Old Sonoma Road
Napa, California 94558
(707) 253-3971

BUSINESS/INDUSTRY/UNION POPULATION SERVED: Vineyard, Cellar, and Bottling Line Workers; Hotel/ Housekeeping Staff

NUMBER SERVED: 350

PARTNERS: Domaine Chandon Winery, Glen Ellen Carneros Winery, Hess Collection Winery, Inn at Napa Valley, Juliana Vineyards, Marriott Hotel, Mayacamas Village Housing, Meadowood Resort, Robert Mondavi Winery, Scramsberg Vineyards, Shafer Vineyards, Sierra Vista Convalescent Hospital, and Stony Hill Winery.

PROJECT DESCRIPTION:

This is an English as a Second Language and Job Specific Language program for wine industry employees. Classes are held at the work site at either a company-provided room or on our computer/ classroom bus. Students practice English and math skills on computers as a supplement to their classroom instruction.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	X
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	
STAFF DEVELOPMENT	
PROGRAM DESIGN	
ASSESSMENT/EVALUATION	
MARKETING WORKPLACE LITERACY	

COPYRIGHT: Yes **COST:** Varies by product
(See Next Page)

PRODUCT DESCRIPTION:

Written curricula:

- "Some People Work in the Vineyard" (20 lessons, teacher's guide, and tests at $15.00/set)

Videotape Curriculum:

- Classroom Curriculum and two video cassettes for nine topics (Pay and Benefits, Using the Phone, Making Plans, Please Sign Here, Company Errands, Law Enforcement, Getting Around the Workplace, Emergency and Medical Problems). Total Package: $95.00

- Independent Study Curriculum and two video cassettes for nine topics (Pay and Benefits, Using the Phone, Making Plans, Please Sign Here, Company Errands, Law Enforcement, Getting Around the Workplace, Emergency and Medical Problems). Total Package: $80.00

- New video and lessons, "A Day in the Life of the Gonzales Family." Available in Classroom and Independent Study Versions. Total Package for Classroom Version: $75.00; Total Package for Independent Study $60.00

AVAILABLE FROM: Rural Workplace Literacy Project
736 Healdsburg Avenue
Healdsburg, California 95448
(707) 433-3005

BUSINESS/INDUSTRY/ UNION POPULATION SERVED: Farm workers (50%)
Other (50%)

NUMBER SERVED: 642

PARTNERS: Various vineyards (30 partners)
Other employers

PROJECT DESCRIPTION:

The project's objectives were to upgrade basic skills, reading, listening, writing, math, and problem solving for limited English speaking agricultural and entry level workers in ten counties in Northern California.

PRODUCTS:

WRITTEN CURRICULUM	X
INSTRUCTIONAL SOFTWARE	
INSTRUCTIONAL VIDEO	
INSTRUCTIONAL IVD	
INSTRUCTIONAL GUIDE BOOKS	X
STAFF DEVELOPMENT	X
PROGRAM DESIGN	X
ASSESSMENT/EVALUATION	X
MARKETING WORKPLACE LITERACY	X

COPYRIGHT: Yes **COST:** $4.00 for all

PRODUCT DESCRIPTION:

- Written curriculum for limited English for 100 hours of low level instruction
- Original forms created for the project

APPENDICES

APPENDIX A

NATIONAL WORKPLACE LITERACY PROGRAM

GRANTEES LISTED IN THIS PUBLICATION

Alabama

Central Alabama Community College
P.O. Box 699
Alexander City, Alabama 35010
(205) 234-6346

Wallace State College
P.O. Box 2000
Hanceville, Alabama 35077-2000
(205) 352-6403 x250

Arizona

Pima County Adult Education
531 West Plata, Suite 300
Tucson, Arizona 85705
(520) 884-8628

California

California Human Development Corporation
736 Healdsburg Avenue
Healdsburg, California 95448
(707) 433-3005

Napa Valley Adult School
2447 Old Sonoma Road
Napa, California 94558
(707) 253-3971

Sweetwater Division of Adult and Continuing Education
458 Moss Street
Chula Vista, California 91911
(619) 691-5791

Colorado

Emily Griffith Opportunity School
1250 Welton Street
Denver, Colorado 80204
(303) 575-4739

Illinois

Northern Illinois University
Office of Applied Innovations
28 East Jackson, Suite 1800
Chicago, Illinois 60604
(312) 939-8694

Workplace Education Division of THE CENTER
1855 Mt. Pleasant Road
Des Plaines, Illinois 60018
(708) 803-3231

Indiana

Indiana Vocational-Technical College
P.O. Box 1763
Indianapolis, Indiana 46206
(317) 921-4497

Iowa

Iowa Western Community College
2700 College Raod, Box 4C
Council Bluffs, Iowa 51502
(712) 325-3310

Louisiana

ABC Training Center
19251 Highland Road
Baton Rouge, Louisiana 70809
(504) 752-0088

Maine

Sanford Public Schools
Sandford Community Adult Education
263 Main Street
Sanford, Maine 04073

Maryland

Maryland State Department of Education
200 West Baltimore Street
Baltimore, Maryland 21201
(410) 333-2381

Massachusetts

Acton-Boxborough Regional School District
16 Charter Road
Acton, Massachusetts 01720
(508) 264-4700 x215

Massachusetts Career Development Institute, Inc.
140 Wilbraham Avenue
Springfield, Massachusetts 01109
(413) 781-5640

Massachusetts Department of Education
350 Main Street
Malden, Massachusetts 01248-5023
(617) 388-3300

Minnesota

Northwest Metro Technical College/Minnesota Teamsters
3300 Century Avenue North
White Bear Lake, Minnesota 55110

Mississippi

Meridian Community College
910 Highway 19 North
Meridian, Mississippi 39307
(601) 484-4800

Missouri

Parkway Area Adult Basic Education Program
12657 Fee Fee Road
Creve Coeur, Missouri 63146
(314) 469-8523

New Jersey

AT&T
100 Southgate Parkway, Room 3C3
Morristown, New Jersey 07960
(201) 762-0709

Bergen County Technical Schools
280 Hackensack Avenue
Hackensack, New Jersey 07061
(201) 343-6000 x2248

Mercer County Community College
1200 Old Trenton Road
Trenton, New Jersey 08690
(609) 586-4800 x612

New Mexico

New Mexico State University
Department of English, Box 3E
Las Cruces, New Mexico 88003
(505) 646-2027

New York

Bronx Community College
181st Street and University Avenue
Bronx, New York 10453
(718) 220-6231

CASE/IRDOE, CUNY Graduate School
25 West 43rd Street, Room 620
New York, New York 10036
(212) 642-2937

Chinatown Manpower Project
70 Mulberry Street
New York, New York 10013
(212) 571-1694

North Carolina

North Carolina State University
Box 7401
Raleigh, North Carolina 27695
(919) 515-7982

Piedmont Community College
P.O. Box 1197
Roxboro, North Carolina 27573
(910) 599-1181

Pitt Community College
P.O. Drawer 7007
Greenville, North Carolina 27835-7007
(919) 321-3240

Pennsylvania

Pennsylvania Blue Shield
1800 Center Street
Camp Hill, Pennsylvania 17089-0089
(717) 730-8859

South Carolina

Clemson University
407B Tillman
Clemson, South Carolina 29634-0709
(803) 656-5119

Utah

Salt Lake Community College
1575 South State Street
Salt Lake City, Utah 84087
(801) 461-3220

Virginia

Arlington Public Schools
Wilson Adult Center
1601 Wilson Boulevard
Arlington, Virginia 22209
(703) 358-4200

Wisconsin

United Migrant Opportunity Services, Inc.
3195 South Superior Street
P.O. Box 07710
Milwaukee, Wisconsin 53207
(414) 482-7200

Wisconsin Board of Vocational, Technical, and Adult Education
310 Price Place, Box 7874
Madison, Wisconsin 53707
(608) 266-0790

APPENDIX B

Syllabus for UMOS National Workplace Literacy Project*

1. CASAS (Comprehensive Adult Student Assessment System) Employability Competency Appraisal Program
for
   a) Life Skills Competency;
   b) Employability Competency; and
   c) Reading/Math.

   1988.

2. CASAS (Comprehensive Adult Student Assessment System): Math for Employability (Workbooks) Level A, Form 11, 12 and Level B form 13, 14, 15, 16. 1988.

3. CASAS (Comprehensive Adult Student Assessment System): Reading for Employability (Workbooks) Level A, Form 11, 12 and Level B form 13, 14, 15, 16. 1988.

4. Job Titles, Job Skills and Job Definitions: Processing Jobs, Quality Assurance Jobs and Office Jobs. Stokely, USA, Inc. 1993.

5. Laubach Way to English series. New Readers Press. 1991.

6. Laubach Way to Reading series. New Readers Press. 1991.

7. New GED Test 1: Writing Skills. Wickam. Contemporary. 1992.

   New GED Test 2: Social Studies. Diglio. Contemporary. 1992.

   New GED Test 3; Science. Mitchell. Contemporary. 1992.

   New GED Test 4: Literature and the Arts. Romanek. Contemporary. 1992.

   New GED Test 5: Mathematics (with accompanying Exercise Book). Howett. Contemporary. 1992.

8. Number 1 Power: Addition, Subtraction, Multiplication, and Division. Howett. Contemporary Books, Inc. 1988.

9. Number 2 Power: Fractions, Decimals, and Percents. Howett. Contemporary Books, Inc. 1988.

10. Number 6 Power: Word Problems. Tamarkin. Contemporary Books, Inc. 1988.

11. Pre-GED Writing and Language Skills. Mott. Contemporary. 1988.

    Pre-GED Social Studies Skills. Tamarkin. Contemporary. 1987.

Pre-GED Science Skills. Knapp. Contemporary. 1988.

Pre-GED Critical Reading Skills. Benner. Contemporary. 1988.

Pre-GED Mathematics and Problem-Solving Skills and accompanying Exercise Book. Mitchell. Contemporary. 1987.

12. Survival English: English Through Conversations (Books 1A, 1B, 2A, 2B). Prentice Hall Regents. 1988.

13. The New Oxford Picture Dictionary: English/Spanish. Oxford University Press. 1989.

14. UMOS Workbook: Graphs and Measurements.

15. UMOS Workbook: Job Preparation Workbook.

16. UMOS Workbook: Intermediate Level.

17. UMOS Workbook: Beginners Level.

18. Plus, ad hoc corporate orientation/training videos and manuals, seasonal work handbook, corporate newsletter issues, and sundry printed information pieces -- either in Spanish, English, or both.

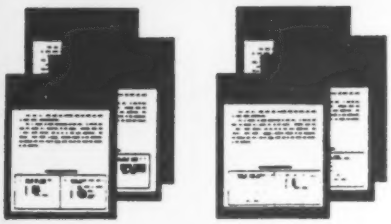
Inquiries may be directed to Lead Instructor, J.D. Farrell at (414) 671-5700 or by FAX at (414) 671-4833.

* A significant majority of the project learners are Hispanic migrant seasonal farm workers, although one of the statewide project sites is with a business partner in the largest urban center. Learner needs are heterogeneous; from high illiteracy and low English language proficiency, through moderate literacy plus moderate ELP, to GED/HSEP readiness and high or low ELP.

UMOS: Serving Wisconsin's Farmworker, Hispanic and Low-Income Families since 1965.

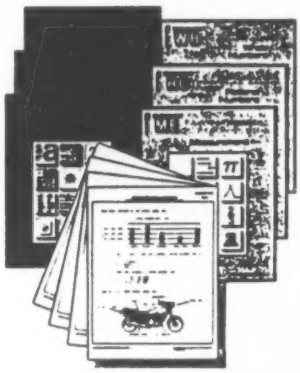
APPENDIX C

WHAT DOES IT INCLUDE?



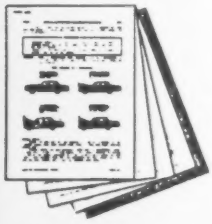
Placement and Diagnostic Tests
Nonconsumable, printed booklets easily administered to large and small groups

Computer-Managed Instruction (CMI) Software
System for test scoring, report generating, recordkeeping, and cross-referencing (on Apple, IBM, Tandy)



Strand Booklets
A series of nonconsumable, printed booklets designed for self-paced learning, organized by level and related skills, with built-in answer keys

Review Cards
A set of nonconsumable cards which provide final instruction and review for all objectives in the curriculum



Mastery Tests
Sets of nonconsumable cards, covering every objective in the curriculum, organized by level, and designed for use with LU Strand Booklets or other common forms of instruction

WHAT ARE ITS ATTRIBUTES?

The Basic Skills Program is:

- **Complete**–Includes all elements of a good individualized program–assessment, instruction, evaluation, and recordkeeping.
- **Multipurpose**–Designed for diverse populations with wide ranging instructional needs.
- **Flexible**–Works in open-entry/open-exit programs as well as time-structured arrangements.
- **Reinforcing**–Provides short, manageable learning exercises with frequent progress checks.
- **Adaptable**–Fits any type of physical setting (can even be portable).
- **Nonthreatening**–Uses tests that are not competitive or comparative, and instructional materials that avoid grade-level stigma.
- **Compatible**–Correlates (cross-references) easily to other publishers' materials as well as instructor-designed activities.
- **Structured**–Based on a tight, logical curriculum carefully organized by functional level, related concepts, and specific objectives.
- **Relevant**–Provides adult materials that are actually written for adults.
- **Remedial**–Designed for participants who have experienced previous school failure.
- **Practical**–Uses a common-sense approach that does not require expensive equipment, facilities, or highly specialized staff.

WHERE TO ORDER IT?

To order the entire Basic Skills Program, or any of its components, please contact us at:

LEARNING UNLIMITED CORPORATION
6512 Baum Drive #11
Knoxville, Tennessee 37919
800-251-4717 (toll-free outside TN)
800-280-1320 (toll-free inside TN)

BEST COPY AVAILABLE

learning unlimited

Learning Unlimited Corporation
6512 Baum Drive, #11
Knoxville, TN 37919
(800)280-1320 (TN)
(800)251-4717

PRICE LIST

Instructional Materials (ABS and ABS/R)

April, 1990

		Price
Placement Tests		
Reading/Language (per booklet)		5.50
Mathematics (per booklet)		5.50
Diagnostic Tests		
Reading/Language--levels AA, A, B, C, D, E, F, G (per booklet)		5.50
Mathematics--levels A, B, C, D, E, F (per booklet)		5.50
level G (per booklet)		10.00
Strand Booklets		
Reading/Language (per booklet)		6.50
(complete set)		300.00
Mathematics (per booklet)		10.00
(complete set)		250.00
Guide to Math Terms (included with each complete set of Math Booklets)		15.00
Mastery Tests		
Reading/Language (per level set)		25.00
(complete set)		125.00
Reading/Language Answer Key (included with complete set)		15.00
Mathematics (per level set)		25.00
(complete set)		125.00
Mathematics Answer Key (included with complete set)		25.00
Review Cards (level G)		
Reading/Language (complete set)		125.00
Mathematics (complete set)		125.00
Beginning Reading Kit (Test AA, Manuals, Mastery Tests)		100.00
Forms		
Test Answer Pad (hand input)		4.50
Transaction Pad		4.50
Instructional Action Pad		4.50
Report Selection Pad		4.50
Scanner Form #1-NCS (per pack)		65.00
Scanner Form #2-NCS (per pack)		65.00
Scanner Form-ScanTron (per pack)		65.00
Manuals		
ABS Instructional Procedures		35.00
ABS/R Instructional Procedures		50.00
ABS Computer Operator		10.00
ABS/R Computer Operator		15.00
ABS/R Utilities		10.00
Scope and Sequence Wall Charts (Reading/Language & Mathematics) each		4.00
DrillMaster Series (per disk)	1-4	29.95
	5-8	26.96
	9 or more	23.96

APPENDIX D

The Commonwealth of Massachusetts
Department of Education

350 Main Street, Malden, Massachusetts 02148-5023 • (617) 388-3300

MASSACHUSETTS DEPARTMENT OF EDUCATION

WE EDUCATION RESOURCES

The Role of Counseling in Workplace Education-- Written Resource

Labor/Management Collaborations in Workplace Education-- Written Resource

Collaborations between Small Businesses in Industrial Parks--Written Resource

Company-Based Workplace Education Programs--Written Resource

Teaching Math in the Workplace-- Written Resource

Addressing the Needs of Adults with Learning Disabilities--Written Resource

Planning and Evaluation Teams-- Video Resource

Curriculum Development-- Written Resource

Making Technical Texts a Meaningful Learning Experience Using Computer-Assisted Instruction-- Written/Software Resource

Mentoring Pilot Project: Final Report--Written Resource

Agency/Partnership Based Orientation Programs for New Teachers: Final Report--Written Resource

Workplace Education Mini Course: Final Report--Written Resource

Quality Quest: A Guide to Total Quality Control for Workplace Education Instructors--Written Resource

Team Work: The Quality Message: A Handbook for Adult Educators--Written Resource

Beyond Reading and Writing: A Workplace Curriculum Report--Written Resource

Plastics: A Handbook for Workplace Educators-Written Resource

Curriculum Development Resources for Nursing Homes--Written Resource (Cycle III)

Partnerships in Practice: Evaluating Quality in Workplace Education with Planning and Evaluation Teams (Cycle III)

Project Health: A Sample Evaluation Report by the Sunset Long Term Care Workplace Education Program--Written Resource

Who's Who: A Directory of Resource Person for Workplace EDucation in Massachusetts--Written Resource

Adult and Community Learning Services

APPENDIX E

CURRICULA DEVELOPED
UNDER THE
WISCONSIN WORKPLACE PARTNERSHIP TRAINING PROGRAM

BATTERY CONSTRUCTION

BATTERY ASSEMBLY PROCESS

BLUEPRINT READING FUNDAMENTALS

COMPUTER LITERACY (Prerequisite information to master computer use on the job)

FLEXIBLE READING (Techniques for identifying key information, learning to skim, improving understanding/memory, organizing ideas, planning for retention, previewing and selecting information as needed)

MACHINE SHOP MATHEMATICS

MATHEMATICS REFRESHER (Decimals/Per Cents)

METRICS (Introduction and conversion to the metric system)

PEER ADVISOR HANDBOOK

PEER ADVISOR TRAINING ACTIVITIES

PORTFOLIO ASSESSMENT IN READING

PRACTICE TESTS (For city government employment entrance exams)

PROBLEM SOLVING (Strategies for problem solving, practical applications, refining skills by applying strategies to site specific situations)

SHORT ASSESSMENTS (spelling, fractions, per cents, decimals, computer basics, metrics)

SPEEDREADING (Skimming, focusing, previewing, mapping and comprehension)

STATISTICAL PROCESS CONTROL (Improve efficiency by eliminating causes of variation in work processes)

TECHNICAL WRITING WORKSHOP OUTLINE

VOCABULARY FOR THE WORKPLACE

WORKPLACE COMMUNICATIONS (Writing, Reading, Listening, Group Activities)

WRITING WORKSHOP (Reintroduction to writing after lengthy absence from traditional classroom)

APPENDIX F

The Graduate School and University Center
of The City University of New York

Center for Advanced Study in Education
Institute for Research and Development in Occupational Education
33 West 42 Street, New York, N.Y. 10036
212 642-2942 FAX 212 719-2488

WORKPLACE LITERACY CURRICULUM MATERIALS FOR COLLEGE PREPARATION OF HEALTH CARE WORKERS

Three curriculum products have been prepared by CASE of the City University of New York Graduate School, in a university-labor partnership funded by the U.S. Department of Education. Project participants were paraprofessional health care workers who had GED or regular high school diplomas and were preparing for 2-year college programs such as nursing and health specializations.

Reading and Writing Curriculum Guide, Mathematics Curriculum Guide, and Videotape Science Lectures and Viewing Guide

The materials focus on specific reading, writing and math skills, emphasize self-reflection on learning processes, and incorporate collaborative learning methods. Instructional units for reading and writing are designed to be used with specific texts. Other texts could be substituted. The math and video materials stand alone. All three products could be used as models for further curriculum development in workplace literacy and other adult education programs.

Reading and Writing Curriculum Guide (240 pages)

- 48 instructional units, with student handouts
- Keyed to the following texts:
  Gylys, B.A. & Wedding, M.E. (1988). Medical Terminology: A Systems Approach. Philadelphia: F.A. Davis Company. Chapters 1-4.
  Tortora, G.J. & Anagnostakos, N.P. (1990). Principles of Anatomy and Physiology. New York: Harper & Row Publishers. Chapters 1-6.
  Ucko, D.A. (1986). Living Chemistry: An Introduction to General, Organic, and Biological Chemistry. San Diego: Harcourt Brace Jovanovich. Chapters 1-3.
  Yalof, I. (1988). Life and Death: The Story of a Hospital. New York: Fawcett Crest.
  These texts are not provided. Programs could purchase them or could apply the instructional objectives and activities in the curriculum guide to other texts.
- Wide variety of college reading, writing, listening, study and test taking skills
- Suggestions for literacy assessment

WORKPLACE LITERACY CURRICULUM MATERIALS
FOR COLLEGE PREPARATION OF HEALTH CARE WORKERS

ORDERING INFORMATION

The three curriculum products below, described on the previous pages, are available on a cost-recovery basis. Prices include postage and handling.

- Reading and Writing Curriculum Guide. 240 pages, with binder. $57.50
- Mathematics Curriculum Guide. 375 pages, with binder. $65.00
- Science Video Package. 3 videotapes and 78 page guide, spiral bound. $60.00

20% discount on purchase of set of three products - total price $146.00

Prepayment is required. To order, complete and return the tear-off below, along with a check for the appropriate amount, made out to IRDOE/RF Account #770006. Mail the tear-off and check to Dr. Dolores Perin, CASE/IRDOE, CUNY Graduate School, 25 West 43rd Street, Room 620, New York, NY10036. Call (212) 642-2937 for further information.

ORDER FORM

To: Dr. Dolores Perin, CASE, CUNY Graduate School, 25 W. 43rd Street, Room 620, New York, NY 10036

Please send the following workplace literacy curriculum materials:

_____ copies Reading and Writing Curriculum Guide: $57.50 each
_____ copies Mathematics Curriculum Guide: $65.00 each
_____ copies Science Video Package (3 videotapes and Viewing Guide: $60.00 package
_____ full sets: $146.00 each set

A check for $ _____, made out to IRDOE/RF Account # 770006, is enclosed (postage and handling included). Federal Vendor Code: IRS 131-988-190N

Your Name: _____

Institution: _____

Address: _____

_____ Phone: _____

PREPAYMENT REQUIRED ON ALL ORDERS

APPENDIX G

WORKPLACE LITERACY, (the video)

The Workplace Initiative, in cooperation with the University of Missouri, St. Louis, has produced a video introducing the concept of Workplace Literacy to prospective clients. This fourteen minute, first quality production features endorsements from:

* Tom Johnson, Vice-President of Human Resources, Public Safety Equipment.
* Don Eggleston, Director of Education and Training, St. Mary's Health Center.
* Bill Berendt, Vice President, Barnes - Jewish Hospital.
* Supervisors at manufacturing sites and hospitals.
* Program participants.

Included are testimonials to the:

* Financial benefits to a company or health care provider.
* Results in career growth and improved job performance.
* Need for the program at manufacturing sites and hospitals.
* Importance of being a "Learning Organization".

Cost:

$20, + shipping, handling, and insurance ($5 minimum)

The Workplace Initiative
12657 Fee Fee Road
St. Louis, Missouri 63146
(314) 469-8523

(funding for this project was provided by the Missouri Department of Elementary and Secondary Education, Adult Division, and the U.S. Department of Education under a National Workplace Literacy grant.)

APPENDIX H

ERIC CLEARINGHOUSE ON ADULT, CAREER AND VOCATIONAL EDUCATION

Ohio State University
1900 Kenny Road
Columbus, Ohio 43210-1090

Phone:	(614) 292-4353
Toll Free:	(800) 848-4815
Fax:	(614) 292-1260
Internet ID	ericacve @ magnus.acs.ohio-state.edu

Sponsored by: U.S. Department of Education, Office of Educational Research and Improvement (Operated by The Ohio State University)

Director: Susan Imel
Contact: Judy Wagner - User Services Coordinator

ERIC is a national educational information system that identifies, selects, processes, and disseminates information on education. Services include: research, on-line searches, microfiche or paper copies of materials, referrals, training, workshops, educational documents index, and monthly reference publications. The ERIC Clearinghouse on Adult Career and Vocational Education (ERIC/ACVE) is one of 16 ERIC Clearinghouses. ERIC/ACVE collects information on Adult and Continuing Education, Adult Literacy, Career Education, Vocational and Technical Education, Correctional Education and Volunteers.

The ERIC Clearinghouse on Adult, Career, and Vocational Education provides these publications:

- ✦ An information bulletin about the ERIC system and clearinghouse.
- ✦ Practice application briefs that contain applications based on research findings.
- ✦ Major publications that provide in-depth reviews.
- ✦ Columns and articles in professional newsletters and journals.
- ✦ Digests that summarize information on selected topics
- ✦ Trends and Issues Alerts that provide information on high interest topics.

ERIC/ACVE has walk-in access, phone referrals, free shelf materials, publication sales and an interactive electronic network. For more information on the ERIC system, see Appendix B.

CURRICULUM COORDINATION CENTERS

Rebecca D. Woodhull Director, East Central CCC K-80, Sangamon State University Shepherd Road Springfield, IL 62794-9243 (217) 786-6375 or (800) 252-4822 FAX: (217) 786-6036	Delaware, District of Columbia, Indiana, Illinois, Maryland, Michigan, Minnesota, Ohio, Pennsylvania, Virginia, West Virginia, Wisconsin
Julie Willcut Director, Midwest CCC Dept. of Vocational/ Technical Education 1500 West 7th Ave. Stillwater, OK 74074-4364 (405) 377-2000 FAX: (405) 743-5142	Arkansas, Iowa, Kansas, Louisiana, Missouri, Nebraska, New Mexico, Oklahoma, Texas
Quentin Van Buren Acting Director, Northeast CCC Division of Vocational Education Crest Way Aberdeen, NJ 07747 (908) 290-1900 FAX: (908) 290-9678	Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Puerto Rico, Rhode Island, Vermont, Virgin Islands
Bill Daniels Director, Northwest CCC Building 15 Clover Park Technical College 4500 Steilacom Blvd., S.W. Tacoma, WA 98499-4098 (206) 589-5764 FAX: (206) 589-5503	Alaska, Colorado, Idaho, Montana, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming
Ronda Cummings Director, Southeast CCC Dept. of Technology/ED PO Drawer NU Mississippi State, MS 39762 (601) 325-1552 FAX: (601) 325-1837	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
Larry Zane Director, Western CCC Wist Hall 216 University of Hawaii 1776 University Avenue Honolulu, HI 96822 (808) 956-7834 FAX: (808) 956-3374	American Samoa, Arizona, California, Guam, Hawaii, Marshall Islands, Micronesia, Nevada, Northern Mariana Islands, Palau